



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents

FROM: Indiana Department of Education, School Health Services

DATE: April 9, 2009

SUBJECT: IMPORTANT NOTICE REGARDING SCHOOL NURSE ENTRY OF STUDENT DATA INTO THE CHILDREN AND HOOSIERS IMMUNIZATION REGISTRY PROGRAM (CHIRP)

The Children and Hoosiers Immunization Registry Program is the online system maintained by the Indiana State Department of Health that stores and updates immunization records of both children and adults in Indiana.

At the request of the State Department of Health and the Department of Education, school nurses have been entering student specific immunization data into CHIRP. It has come to our attention that the initial instruction to schools did not include the requirement that schools obtain written parental consent before entering any student specific data. **Entering this data without parental consent is a violation of the Family Educational Rights and Privacy Act (FERPA), and no further data should be entered at this time unless the student's educational record includes written parental authorization for release of this information.** The Department is currently working with the Indiana State Department of Health to develop immunization reporting procedures to ensure compliance with FERPA. Further information will be forthcoming.

Please notify your building administrators and school nurses that data entry into CHIRP should be stopped immediately unless you have current written parental consent to release immunization data. The Department, in a separate notification, will be advising school nurses to stop their CHIRP data entry activities, but we ask for your assistance in getting this information to appropriate personnel as well.

Should you have any questions or need additional information, please contact Phyllis Lewis at plewis@doe.in.gov or 317-232-9142.